

APPLICATION INSTRUCTIONS

2012-2013 NEAR EAST & SOUTH ASIA UNDERGRADUATE EXCHANGE PROGRAM

APPLICATION DEADLINE: Monday, January 23, 2012

**Please submit your applications and supporting documentation
online at <http://www.apps.nesaugrad.org>**



**A program of the
Bureau of Educational and Cultural Affairs
U.S. Department of State**



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ACADEMIC PROGRAM

The Near East and South Asia Undergraduate Exchange Program, NESA UGRAD, is a part of GLOBAL UGRAD, a program of the Bureau of Educational and Cultural Affairs, U.S. Department of State. NESA UGRAD will award scholarships to outstanding students from countries of the Middle East, North Africa, and South Asia for one-year of undergraduate, non-degree studies programs in the United States at a diverse network of accredited two- and four-year institutions. Participants will be enrolled full-time and will live on-campus with an American roommate. Participants **will not** select host institutions and placements will not be changed. Possible fields of study include, but are not limited to, the humanities, arts, social sciences, mathematical science, natural and physical sciences, and applied science. Examples of past fields of study can be found on page three.

PROFESSIONAL TRAINING

Community Service: To expose participants to the principles of community service and social responsibility in the United States, NESA UGRAD participants will be required to perform a minimum of 20 hours of community service at local organizations during their first semester.

Part-Time Internship: Internships provide an essential opportunity for participants to gain professional experience and skills that can be applied to their future careers in their home countries. NESA UGRAD participants will be required to intern 8-20 hours per week during their second semester. Each participant's internship must be related to their field of study. Internships will be unpaid and take place in the local community.

ELIGIBILITY REQUIREMENTS

Competition for the NESA UGRAD program is merit-based. Candidates will be considered without respect to race, color, religion, national origin, or gender. Persons with disabilities are encouraged to apply. The competition is open to anyone who:

- Is a citizen, national or permanent resident qualified to hold a valid passport issued by the country from which applicant is applying;
- Is completing his/her final year of secondary school or enrolled in first-, second-, third-year full-time undergraduate study at the time of application at a registered academic institution in his/her country and is in good academic standing.
- Part-time students or correspondence students are not eligible;
- Is between the ages of 18-25;
- Submits a complete application with **all required documents** by the application deadline;
- Is able to begin the academic exchange program in the United States in August 2012;
- Is able to receive and maintain a J-1 visa;
- Is committed to returning to his/her home country after completion of the program; and
- Is proficient in spoken and written English at the time of application.



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Individuals in the following circumstances are **not** eligible for the NESA UGRAD Program:

- U.S. citizens and permanent residents of the United States;
- Individuals currently participating in academic, training, or research programs in the United States;
- Individuals currently residing or working outside of their home country;
- Individuals who will complete his or her undergraduate degree prior to August 2012;
- Individuals who are younger than 18 years old or older than 25 years old prior to August 2012;
- Individuals who have participated in an exchange visitor program sponsored or funded by the U.S. government for a period of more than six weeks and who have not fulfilled their two-year home residency requirement by the time of application;
- Individuals who have applied for U.S. permanent residency in the past three years;
- Local employees of the U.S. missions abroad who work for the U.S. Department of State during the period of their employment and for one year following the termination of employment;
- Immediate family members of U.S. Department of State employees for a period of one year following the termination of such employment. This provision does not disqualify self-supporting members of families who live apart from their parents;
- Persons arrested for, charged with, or convicted of a crime (excluding minor traffic violations); and
- Current employees of affiliated cooperating agencies/consultants and their immediate family members (spouses, parents, children, and siblings) for a period of one year following the termination of such employment.

Applications not meeting the above eligibility requirements will not be forwarded to the selection committee.

PROVISIONS OF THE GRANT

If selected, the NESA UGRAD Program will cover a participant's:

- J-1 visa support;
- Round-trip coach class travel from participant's home city to host institution in the United States;
- Health benefits;
- Tuition and mandatory university fees (including required books and supplies);
- Room and board (housing and meals);
- Settling in allowance;
- Monthly maintenance allowance; and
- Other special allowances where applicable.

SELECTION PROCESS AND CRITERIA

The NESA UGRAD Program is conducted as a merit-based open competition. After the deadline, all eligible applications will be reviewed by a panel of academic specialists and/or academic exchange specialists. Chosen semi-finalists will be interviewed in their home country. All applicants will be notified of their status in spring 2012.



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Selection panels will use the following criteria to evaluate applications (not in order of importance):

- Academic excellence
- Cross-cultural interest
- Demonstrated leadership potential
- Demonstrated proficiency in written and spoken English (TOEFL or TOEFL ITP test)
- Flexibility and suitability as an exchange student
- Commitment to returning to their home country after completion of the program
- Preference will be given to students that represent disadvantaged and underrepresented communities with no prior experience outside their countries

APPLICATION INSTRUCTIONS

General Instructions:

- Please answer **ALL** questions on the application in English.
- **Include your full, legal name, family name (surname) as spelled on your passport.**
- Do **NOT** leave any spaces blank. If a question does not apply to you, enter “N/A” (not applicable).
- Include complete contact information (including index codes for all addresses and city/country codes for all phone and fax numbers).
- Write your full name and country of citizenship in the top of each page.
- The full application can be completed online at www.nesaugrad.org. Please submit supporting documents directly to the local U.S. Embassy or Fulbright Commission responsible for NESA UGRAD recruitment.
- For applicants submitting paper applications, please note that all forms and supporting materials should be typed and submitted with the completed application. If it is not possible to provide typed materials, then handwritten applications must be **neatly** printed in black ink.

Specific Instructions:

Language Proficiency (page 2)

You will need to self-assess your knowledge of foreign languages you choose to include in this section using “Excellent,” “Good,” or “Fair” to describe your ability.

Note: You **MUST** provide the results of the TOEFL or ITP TOEFL exam, as well as a copy of the test results with your application in order for placement purposes. (U.S. institutions require your official TOEFL or ITP TOEFL exam results.)

Field of Study (page 3)

- Indicate the main subject you are currently (or intend to be) studying at your home university as “Major Field of Study;”
- If applicable, you may include your secondary discipline as the “Minor Field of Study;”
- Below are some of the possible fields of study for NESA UGRAD. Other fields will also be considered.



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- Accounting
- Agriculture
- Anthropology
- Biology
- Business
- Chemistry
- Computer science
- Criminal justice
- Economics
- Education
- Engineering
- Environmental management
- Geology
- Hospitality management
- International relations
- Journalism
- Law
- Mass Communications
- Physics
- Political Science
- Psychology
- Sociology
- Urban planning
- U.S. studies

Academic Completion (page 3)

To determine the appropriate placement at a U.S. host institution, the cooperating agency needs to determine the level of academic study you will have completed as of the start of the program. You need to check the box that lists your current level academic at the time of application.

Non-academic Activities (page 4)

List your participation in extracurricular, non-academic activities which can include, but not limited to, jobs or internships, community service, clubs or organizations, sports, or cultural activities. Include your role in the activity. For example:

<i>Location/Institution/Contact</i>	<i>Type of Activity</i>	<i>Date of Participation</i>
Rotary Club	Membership Chairperson	Jan. 2006-Dec. 2006

Personal Statement (page 5)

Use the personal statement to clarify your reasons for wanting to participate in the NESA UGRAD program. You must outline your background and your goals for the future. The personal statement should be written with the objective of clarifying your interests for the selection and placement committees. Follow the suggested topics below and be clear and concise in your essay.

The personal statement must be a minimum of 450 and must not exceed 2 typed pages. If you are completing a paper application, please type your personal statement on separate sheets of paper and attach it to the paper application.

In your personal statement please provide a clear and detailed description of:

- Your interests and personality,
- Your academic objectives,
- Your goals related to your field of study and personal development, and
- The reasons why you wish to pursue them in the United States and how it relates to your interests and future objectives.

SELECTED APPLICANTS WILL NEED TO PROVIDE THE FOLLOWING WITH THE COMPLETED APPLICATION:

- **Two recommendation letters:** applicants must have a recommendation completed by two different people for a total of two recommendations. If the recommendation form is completed in a language other than English, there must be an accurate translation, which may be done by the applicant.



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- **TOEFL or TOEFL-ITP official test report**
- **Personal statement in English**, minimum of 450 words and not to exceed 2 typed pages
- **A copy of applicant's passport first two pages**
- **2 Passport-size Photos**
- **Transcripts (copy of the original document and a translated one by a certified Translator Office)**

For those who have completed secondary school by the time of application submission:

- A copy of applicant's high school diploma and leaving exam results with an accurate English translation. A copy of applicant's university transcript with an English translation

For those who have not completed secondary school by the time of application submission:

- A copy of high school transcripts (course list and grades) with an English translation, which may be done by applicant

The deadline for applications to be submitted by all participating locales for the NESA UGRAD Program is Monday, January 23, 2012.

No application will be returned to the applicant after the end of the competition.